



Court Services and Offender Supervision Agency for the District of Columbia

Office of the Trustee

Administrative Policy 00-01

Subject: Agency Cellular Telephones

Effective Date: April 2000

Approved: _____ Signed _____
Monty Wilkinson, Deputy Director

1. INTRODUCTION

Agency cellular telephones may be issued to employees whose responsibilities include frequent communication while away from their permanent workstation or where stationary telephone service is not available. The additional communication cost of agency cellular telephones is significant; therefore, issuance and use of agency cellular telephones must be limited.

2. OFFICIAL AND PERSONAL USE

Agency cellular telephones are issued for official agency business. Employees are permitted de minimis personal use of the agency cellular telephone. Employees with an agency cellular telephone who wish to use it for more than de minimis personal use must have a personal telephone number added. The cost of the personal number is solely the responsibility of the employee. Instructions for adding a personal line to the agency cellular telephone are available from the Procurement Staff.

3. OVERSIGHT OF CELLULAR TELEPHONE CHARGES

The procurement staff and supervisors of employees who have been issued agency cellular telephones are responsible for monitoring cellular telephone use. Procurement staff will review and approve monthly cellular telephone bills for payment. On a quarterly basis, the Director of Procurement will forward one monthly billing to all supervisors of cellular telephone holders to conduct an oversight review.

If cellular telephone use on any monthly billing appears unusual, the Director of Procurement will forward copies of the bill to the employee's supervisor. Supervisors will provide a copy of the bill to the employee. The employee must identify and explain in writing all personal use charges or charges which appear to be unusual. The employee's response will be reviewed for reasonableness by the supervisor and forwarded to the Director of Procurement, with a statement, summarizing the supervisory review. The employee and supervisory reviews must be completed within 14 days of receipt of the billing.

4. LOST OR DAMAGED CELLULAR TELEPHONES

Employees are responsible for proper care of all agency property assigned to them. If the cellular telephone is lost, employees should immediately contact the service provider, following instructions provided with the telephone. In addition, if cellular telephones are lost or damaged, the employee must write a memorandum to the Director of Procurement explaining the circumstances. A copy must also be provided to the employee's supervisor. The Director of Procurement will review each instance on a case by case basis and make a recommendation as to whether the agency or the employee should pay for the repair or replacement. The recommendation will be forwarded to the Associate Director, Management and Administration for final action. Employees may appeal any charges assessed to them for repair or replacement to the Office of the General Counsel.

Violation of agency cellular telephone policy may be grounds for disciplinary action.